


MEMORANDUM FOR ALL NEW ENGLAND DISTRICT EMPLOYEES

SUBJECT: Sexual Harassment Policy Statement

1. As Commander of the New England District, I take this opportunity to remind you of the District's policy concerning sexual harassment in the workplace. I consider sexual harassment a form of misconduct that adversely affects morale and productivity and undermines the integrity and professionalism of the employment relationship.
2. Sexual harassment in the workplace is a serious issue. It is crucial that we have a clear understanding of what constitutes sexual harassment, what the effect of this inappropriate behavior is on the workplace, and how to properly deal with situations of this nature. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; and (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.
3. Sexual harassment will not be tolerated within the New England District. Any employee who believes he/she has been the subject of sexual harassment should immediately report the incident to their supervisor. Supervisors and leaders are responsible for the prevention of sexual harassment within their organizations. However, you are responsible to make it clear that such behavior is offensive to the perceived harasser. I expect each of you to ensure that we do not engage in any activity or practice which may infringe upon the rights of others to a work environment free of sexual harassment. Reported incidents of sexual harassment will be dealt with quickly, fairly, and firmly.
4. If you have placed the individual on notice of the perceived sexual harassment, informed and allowed your management chain an opportunity to take corrective action and the sexual harassment has not immediately ceased, contact Ms. Dianna Rider, EEO Officer, at Ext. 78215.
5. I am confident that each of you will support this policy and exhibit only the highest level of professional behavior and courtesy at the New England District.



BRIAN E. OSTERNDORF
COL, EN
Commanding